

**DID YOU KNOW...?**

BIPA has developed an online and integrated company registration system (ICRS). Data that is entered through our web site by business founders will automatically feed into our back office registration systems for approval. This shortens time needed for data capturing, eliminates errors and makes business registration more effective.

Please check it out on:  
[www.bipa.gov.na](http://www.bipa.gov.na)

# NEWSLETTER #01

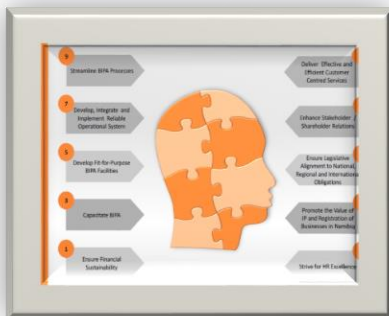
## WHAT IS THIS NEWSLETTER ALL ABOUT?

This Newsletter informs on latest developments of the operationalization of Namibia’s newly created Business and Intellectual Property Authority (BIPA).

## WHAT DIFFERENCE WILL BIPA MAKE?

We are getting this questions frequently: *What will BIPA change in the future?* BIPA was working hard to take over the registration services from MITSMED, streamline processes, and therefore reduce time and increase efficiency and client satisfaction. In order to achieve this, we framed a 4-year strategic plan, which will be consistently implemented.

*“BIPA’s mission is to register, grant and protect businesses and intellectual property rights.”*



*BIPAs Strategic Plan*

In the following, please check out answers on FAQs we have received recently:

**Q: When applying online, do I still need to buy revenue stamps to pay duties?**

A: No. If you register online, you can transfer the registration fee electronically and attach to proof of payment to the electronic registration form. We are planning to add further online payment modes like direct debit, credit card, PayPal etc.



*The BIPA Logo*

## DID YOU KNOW...?

The Hon. Minister I. Ngatjizeko has appointed the new board members for BIPA. The new board is chaired by Mr. Riundja Ali Kaakunga.

Please find more information on: [www.bipa.gov.na](http://www.bipa.gov.na)



*New BIPA Board Chairman:  
Mr. Riundja Ali Kaakunga.*

### **Q: When registering a business or intellectual property at one of the new BIPA offices – how do I pay my fees there?**

A: BIPA offers clients the option to pay by using cash as well as by swiping credit/debit card. This takes out an additional step from the registration process and is possible for all types of business and intellectual property registrations. Revenue stamps that have been procured by our clients will keep their validity, but will be phased out in the future.

### **Q: I see you now have got offices at 188 Sam Nujoma drive?**

A: BIPA did open its Headquarter offices in Windhoek. All business related services are available to the public there. Citizens will also be able to register Intellectual Property (IP) like trademarks, patents, copyrights etc. BIPA is your one-stop-shop for IP and business related registrations.

### **Q: I live in Katutura. Do I have to travel to Windhoek CBD to register a Close Corporation?**

A: To bring the services closer to the people, BIPA is opening an office in Katutura, Shire Street. All services will be available at the new offices.

### **Q: What else is new?**

A: A lot. One of the things we are proud of is a new scanning solution to electronically retrieve files in the business archives. Every hardcopy was electronically barcoded and can be systematically traced. This adds more speed and reliability to the file handling process.

Due to BIPAs streamlined business processes, in most cases, our clients will now be able to finalize their matters in one go – without the need to come back for collection.

## **DO YOU HAVE QUESTIONS AND SUGGESTIONS ON NEW AND EXISTING ENHANCEMENTS TO OUR SERVICES?**

Please reach out to us by sending an email to [frank@bipa.na](mailto:frank@bipa.na). For any other matter:

### **Please Contact Us**

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